



**MASSABESIC HIGH SCHOOL
STUDENT HANDBOOK 2019 – 2020**

88 WEST ROAD
WATERBORO, ME 04087
PHONE: (207) 247-3141
www.rsu57.org

Massabesic High School prepares respectful, responsible, and creative thinkers for success in the global community.

School Administration:

Principal – [James Hand](#)

Assistant Principal – [Amanda Suttie](#)

Assistant Principal – [Scott Lavertu](#)

Director of Guidance – [Eric Ouellette](#)

Activities Director – [Brendan Scully](#)

RSU #57 | 2019-2020 CALENDAR

- Holidays**
School Break
Staff In-Service Day
First Day of School
Early Release Day
 (6-12) Dismissal 11:45
 (Pre K-5) Dismissal 1:00

- Schools**
 AES- Alfred Elementary School
 LINE- Line Elementary School
 LES- Lyman Elementary School
 MMS- Massabesic High School
 MMS- Massabesic Middle School
 SMS- Shapleigh Memorial School
 WES- Waterboro Elementary School

176 Student Days
 182 Teaching Staff Days
 180 Ed Tech Staff Days

**Last Student Day/Early Release may change due to school closures*

- 01 New Year's Day/No School
 15 Early Release Day
 20 M.L.King, Jr. Day/No School
 24 End of Quarter 2

21 Student Days
 21 Staff Days

JANUARY 2020						
S	M	T	W	Th	F	S
			H	2	3	4
5	6	7	8	9	10	11
12	13	14	ERD	16	17	18
19	H	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2019						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 20-22 New Teacher Orientation
 27-29 Staff In-Service Days

0 Student Days
 3 Staff Days

- 05 Early Release Day
 17-21 February Break

15 Student Days
 15 Staff Days

FEBRUARY 2020						
S	M	T	W	Th	F	S
						1
2	3	4	ERD	6	7	8
9	10	11	12	13	14	15
16	H	V	V	V	V	22
23	24	25	26	27	28	29

SEPTEMBER 2019						
S	M	T	W	Th	F	S
1	H	3	4	S	6	7
8	9	10	11	12	13	14
15	16	17	ERD	19	20	21
22	23	24	25	26	27	28
29	30					

- 02 Labor Day/No School
 03 First Student Day Gr 1-9 & SRTC
 04 First Student Day Gr 10-12
 05 First Student Day Pre K-K
 18 Early Release Day

20 Student Days
 20 Staff Days

- 11 Early Release Day
 13 End of Trimester 2

22 Student Days
 22 Staff Days

MARCH 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	ERD	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

OCTOBER 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	10	12
13	H	15	16	17	18	19
20	21	22	ERD	24	25	26
27	28	29	30	31		

- 11 Staff In-Service Day
 14 Indigenous Peoples' Day/No School
 23 Early Release Day

21 Student Days
 22 Staff Days

- 01 Early Release Day
 03 End of Quarter 3
 17 Staff In-Service Day
 20-24 April Break

16 Student Days
 17 Staff Days

APRIL 2020						
S	M	T	W	Th	F	S
			ERD	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	18	
19	H	V	V	V	V	25
26	27	28	29	30		

NOVEMBER 2019						
S	M	T	W	Th	F	S
					Q1	2
3	4	5	ERD	7	8	9
10	H	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	V	H	V	30

- 01 End of Quarter 1
 06 Early Release Day
 11 Veteran's Day/No School
 27-29 Thanksgiving Break

17 Student Days
 17 Staff Days

- 06 Early Release Day
 22 Pre K Spring Parent Conferences
 25 Memorial Day/No School
 27 Early Release Day

20 Student Days
 20 Staff Days

MAY 2020						
S	M	T	W	Th	F	S
					1	2
3	4	5	ERD	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H	26	ERD	28	29	30
31						

DECEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	ERD	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	V	V	H	V	V	28
29	V	V				

- 04 Early Release Day
 06 End of Trimester 1
 23-31 Winter Break

15 Student Days
 15 Staff Days

- 11 Graduation- Cross Center
 11 *Last Student Day/Early Release
 MMS/MHS Dismissed at 11:00
 Elementary Dismissed at 12:15
 12 *Staff In-Service Day
**Days may be added to the end of the year due to school closures. Check the district webpage for regular updates to the calendar and the current last student and staff day.*

09 Student Days
 10 Staff Days

JUNE 2020						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	ERD	13	
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

BELL SCHEDULE	
1 7:30 - 8:20	
2 8:23 - 9:13	
3 9:16 - 10:06	
Mustang Time (RtL / Seminar) 10:09 - 10:46	
4	
A Lunch 10:49 - 11:14	10:49 - 11:39
11:14 - 12:04	B Lunch 11:39 - 12:04
5 12:07 - 12:57	
6 1:00 - 1:50	

CODE OF COOPERATION

- Respectful and responsible student behavior is an essential part of our educational mission
- The Code defines our expectations for student behavior and provides the framework for a safe, orderly and respectful learning environment.
- Student behavioral expectations will be based upon School Committee policies, and State / Federal law, including these specific core values: respect, honesty, compassion, fairness, responsibility and courage.
- Those attitudes, actions, and practices, which threaten safety, good health, or the teaching/learning process for each individual are not acceptable.
- Students are reminded that any RSU 57 Staff member has the right to correct unacceptable student behavior at any time or place, and will expect student cooperation when doing so.

COMPUTERS, iPADS, AND INTERNET USE PRIVILEGES

Student use of school computers, iPads, networks and Internet services is a privilege, not a right. Compliance with the District’s policies and expectations concerning computer use is mandatory. Students who violate these policies and expectations may have their computer privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement, and/or legal action. RSU #57 computers remain under the control, custody, and supervision of our school at all times. The district monitors all computer and Internet activity by students. Students should have no expectations of privacy in their use of school computers. (See Policy IJNDB)

PARENTAL REQUEST FOR EXCLUSION: Annually, students and their parent/guardian are required to sign and return to the Main Office a request for exclusion in order for the student to be denied individual access to the use of computer technology.

CELL PHONE/ELECTRONIC DEVICE USE PRIVILEGES

- **Cell phones will not be permitted during class time. Cell Phones will be permitted before school, between classes, at lunchtime, and after school.**
- Cell phones are to be turned off or put on do not disturb during class time. If a student pulls out their cell phone during class, the following will occur:

First Offense: Teachers will immediately send students to the office where their phone will be confiscated until the end of the day. The student may pick up their phone before they leave school.

Second Offense: The student will be sent to the office, the phone will be confiscated and will need to be picked up by a parent.

Third Offense: The student will be sent to the office, the phone will be confiscated and needed to be picked up by a parent, and will result in traditional consequences per administration (detention, in-school suspension, out of school suspension) and a meeting with parents.

ATTENDANCE (Policy JEA)

All absences are classified as unexcused unless a note or call from a parent or legal guardian has been provided by the next student school day.

Excused absences/tardies are only those that meet the Maine State Law [1983, c806, p49 (new)] as follows:

- 1) Personal illness
- 2) An appointment with a health professional that must be made during the regular school day
- 3) Observance of recognized religious holiday when the observance is required during a regular school day
- 4) A family emergency
- 5) Planned absence for a personal or educational purpose which has been approved*

Unexcused absences/tardies will be assigned for all other reasons not mentioned above. Parents are encouraged to call the school beginning at 6:30 a.m. (247-3141 or 499-7576) and notify school officials of your child's absence or later arrival. Following an absence or tardy to school the student is expected to present a note from his/her parent or guardian briefly explaining the absence or tardy. School officials will determine if the absence or tardy is excused or unexcused, based on Maine State Attendance Laws. **(Absence Types listed below)**

- **Excused:** These are absences that comply with Maine State Law on compulsory attendance 20-A, M.R.S.A. Sect.5002-A (1) as listed above. For excused absences/tardies, it is the student's responsibility to obtain make-up assignments upon return to school.
- **Truancy:** An absence without knowledge and permission of parent or guardian. Work missed because of truancy or class cutting can only be made-up with permission from the teacher.
- **Unexcused absence:** (See Policy JEAR) All other absences are considered unexcused. These are absences with parental/guardian permission for reasons unacceptable to the school.
- **Extended absence:** When it becomes apparent that a student will be absent from school for an extended period of time due to illness, emergency circumstances or planned family trips, parents should contact the school two weeks in advance to receive approval and make arrangements for course assignments.
- **Tardies to School:** A tardy is considered unexcused if the student does not have a note or the reason does not comply with school guidelines or Maine State Law.
 - Parent/guardian should call the school if there is an out of the ordinary, problem which occurred to make a student late, and/or a scheduled health appointment.
 - Student reports to Main Office upon arrival to school with a written note for an admit slip (excused or unexcused).

PASSES

- Unless called and/or directed from the Main Office, students must have a pass from or for guidance, library, nurse, or another teacher in order to leave the classroom.

DRESS AND APPEARANCE of STUDENTS

Student dress cannot detract from the educational process and cannot be a safety hazard. Students dressed inappropriately will be required to cover up or change clothing. Building Administrators will be the final judge as to whether student clothing is appropriate. Examples of unacceptable attire include, but are not limited to:

- Promoting gangs or violence
- Promoting alcohol, tobacco, drugs or other chemicals
- Being obscene, vulgar, or indecent
- Presenting a safety hazard
- Being judged to be excessively worn/torn
- Exposing bare skin around the midriff, chest, sides, groin, buttocks, hips and/or reveals undergarments excluding straps
- Being demeaning to any person or group of persons on the basis of race, sex, sexual orientation, disability, religion, age or national origin.
- Wearing sunglasses inside the building.

ACTIVITIES

ACADEMIC ELIGIBILITY: ATHLETIC and CO-CURRICULAR PARTICIPATION

ACTIVITY BUS PASSES

- Available Monday - Thursday, Depart MHS @ approximately 4:15
- Passes are required (Provided by staff member / coaches, late busy duty staff for “other” circumstances)
- Students will remain in the Cafe to wait for the bus.

NATIONAL HONOR SOCIETY

DANCES

- Dance hours at Massabesic High School will be from 7:00 p.m. to 10:00 p.m.
- Students are allowed to sign up, through the main office, one guest by Thursday noon, the week of the dance. The guest must be currently attending high school, be in good standing and have a permission slip completed. Massabesic graduates under the age of 21 may attend Homecoming. Any individual under the age of 21 may attend Prom. Both of the above must follow the guest sign-up procedure and have administrative approval.
- Doors will close at 8:00 p.m. Once the doors are closed, students that choose to leave will not be readmitted. Late admittance is allowed only if approved in advance by administration.

DISCIPLINE

EXTENDED DAY DETENTION (EDD) and IN-SCHOOL ASSISTED STUDY (ISAS)

The purpose of our Disciplinary Code is to change inappropriate student behavior through consistent consequences. We believe that students’ classroom experiences are essential to their learning and therefore strive to impact instructional time as little as possible. For this reason we have established an Extended Day Detention (EDD) from 2:00 PM to 4:15 PM and a daily In-School Assisted Study.

In accordance with District Policy JGD, administrators will make every reasonable effort to contact parents any time a student is assigned EDD or ISAS for one or more days.

SUSPENSION

Students may be assigned out-of-school suspension for violations of the student disciplinary code. The process followed when a student is suspended is listed below:

1. A written staff referral fully explaining the incident followed by an investigation by administration.
2. Notify the parent(s) of infraction. (Administrators will make every reasonable effort to notify parents.)
3. Conference between student, staff members, counselor, principal or AP and parent/guardian (if possible).
4. Student may write a position report if he/she wishes to on the matter.
5. If student is suspended, the following must be explained to her/him in detail:
 - a. Reason for suspension
 - b. Length of suspension
6. A letter will be sent home explaining the entire situation to parent including reason for suspension and length of suspension.
7. The principal, or his/her designee, must report the suspension to the Superintendent.

Any student who is suspended will be eligible to make up all missed academic work without penalty.

NOTE—Under extreme or unusual circumstances, disciplinary matters may result in immediate referral to the superintendent for expulsion

SEARCH AND QUESTIONING OF STUDENTS

The Board seeks to maintain a safe and orderly environment in the schools. School administrators authorized by the Superintendent may question and/or search students in accordance with Policy JIH and the administrative procedure. Students may be searched upon reasonable suspicion that they possess any items of substances which are prohibited by law, Board policies, and/or school rules, or which interfere with the operations, discipline or general welfare of the school (including when students are outside the building without permission). If a search produces evidence that a student has violated or is violating the law, Board policies and/or school rules, such evidence may be seized and impounded by school administrators and appropriate disciplinary action shall be taken. Evidence may be forwarded to law enforcement authorities as required by law. This includes searching school lockers, as they are property of the school.

BUS CONDUCT

Students are expected to abide by the Code of Cooperation set forth by the School Committee while using any transportation provided by RSU #57. No food or drinks are allowed on regular runs or field trips

ACADEMIC INTEGRITY

All members of the Massabesic High School learning community are expected to exhibit honesty and integrity at all times. Copying or allowing other students to copy outside class work, plagiarism of other people's words or ideas including failure to cite written, electronic, or verbal sources, cheating on exams, or the theft, distribution or unauthorized use of testing materials will not be tolerated.

TOBACCO, DRUGS AND ALCOHOL

RSU #57 will consider possession and/or use of tobacco, at school or any school sponsored function, under the same policy as all other drugs/alcohol/chemical substances. This policy applies to legal (over the counter products) and/or illegal chemical substances.

Use of Tobacco:

The School Board prohibits smoking and the use of all other tobacco products in school buildings, facilities, and on school buses during school-sponsored events and at all other times on school grounds by all persons, including students, and employees. In addition, students are further prohibited from possessing, selling, distributing or dispensing tobacco products in school buildings, facilities, and on school grounds and buses during school-sponsored events and at all other times. (See Policy ADC)

Drugs/Alcohol:

The Board upholds Policy JICH and JCAD regarding drugs and alcohol.

- User: Anyone who is found using or is under the influence of any chemical without school permission.
- Possession: Anyone who has on his/her person or in his/her possession (locker, gym bag, etc.) any chemical without school permission.
- Supplier: Anyone who sells, furnishes, gives or in any way makes any chemical available to anyone who does not have school permission to possess the same.

When circumstances warrant, the following policy will be followed:

- User and/or in possession of drugs/alcohol

- 1st Offense:
 - Parents will be notified and a conference will be scheduled if deemed necessary.
 - The Superintendent will be notified when appropriate.
 - Law enforcement officials will be notified, when appropriate.
 - The student will serve a 10-day suspension and the student will meet with the school's substance abuse counselor and will follow the counselor's recommendations.
- Repeated Offenses:
 - Parents will be notified and a conference will be scheduled if deemed necessary.
 - The Superintendent will be notified.
 - Law enforcement officials will be notified when appropriate.
 - The student will be suspended for 10 days.
 - The student (or his/her name) will be brought before the board for possible expulsion at the next regularly scheduled board meeting.
- Self-reported user or possessor
 - A student who refers himself/herself to the appropriate school authorities for treatment of his/her chemical use/abuse may be subject to lesser disciplinary action provided he/she becomes actively and successfully involved in the recommended treatment program.
- Supplier of drugs/alcohol
 - Parents will be notified and a conference will be scheduled if deemed necessary.
 - The Superintendent will be notified.
 - Law enforcement officials will be notified when appropriate.
 - The student will be suspended until the next regularly scheduled board meeting (10 day maximum).
 - The student (or his/her name) will be brought before the board for possible expulsion at the next regularly scheduled board meeting.

BOMB THREATS (Policy EBCC)

The Board recognizes that bomb threats are a significant concern to the district and a violation of Maine and federal law. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false. Any bomb threat will be regarded as an extremely serious matter and treated according to the discipline code.

BULLYING (Policy JICK)

Bullying is not acceptable conduct in RSU#57 schools and is prohibited. It interferes with the mission of our school, to educate our students and disrupts the operation of our school. Bullying affects not only students that are targets but also those who participate and/or witness such behavior. . Any student who engages in conduct that constitutes bullying will be subject to disciplinary consequences up to and including suspension and expulsion. .

HARASSMENT/SEXUAL HARASSMENT

Harassment of students because of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws. (See Policy ACAA) Harassment includes but is not limited to verbal abuse based on race, color, sex, sexual orientation, religion, ancestry or national origin, or disability. Harassment that rises

to the level of physical assault, battery and/or abuse is also addressed in the Board policy JICIA – Weapons, Violence and School Safety. Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender based that interferes with a student’s education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.

HAZING (Policy ACAD)

Maine statute defines injurious hazing as “any action or situation, including harassing behavior that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.” Injurious hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times. Students who violate this policy will be subject to disciplinary action, which may include suspension, expulsion, or other appropriate measures.

WEAPONS AND OTHER ARTICLES PROHIBITED IN SCHOOL (Policy JICIA)

- Possession or use of a weapon in a school building or on school grounds is prohibited. If a student is found to be in possession of a weapon or if he/she uses a weapon on school premises at any time, or at any school-sponsored activity, he/she is subject to administrative action, including suspension, expulsion and/or legal action.
- A weapon is any article used or designed to inflict bodily harm and/or to intimidate other persons. Examples include, but are not limited to, firearms, artificial knuckles, knives, chains and clubs. Exceptions include, but are not limited to, bow and arrows used in physical education classes and martial arts equipment authorized for Karate classes held on school premises.
- A weapon is also any article designed for other purposes that is used in a fashion to inflict bodily harm and/or intimidate other persons. Examples include, but are not limited to belts, combs, pencils, files, compasses, scissors, lighters and firearm facsimiles.

GENERAL INFORMATION

AFFIRMATIVE ACTION

RSU #57 prohibits discrimination against and harassment of students because of race, color, sex, sexual orientation, religion, ancestry or national origin, age, or disability. Students who feel that they have been discriminated against or harassed should contact the building administrator or the district’s Affirmative Action officer. (Ref: Policies AC, ACAA)

DISCRIMINATION (Non Discrimination Statement)

Discrimination against and harassment of students because of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability are prohibited. (See Policy AC)

DISCRIMINATION ON THE BASIS OF DISABILITY

It is the policy of RSU #57 that no otherwise qualified individual shall by reason of disability be excluded from or otherwise denied opportunity for participation in, or be denied the benefits of, the services, programs, or activities provided by RSU #57, or be subjected to discrimination by RSU #57. If you have questions, please

contact the district's ADA / 504 / Special Education Director, Timothy O'Connor. Mr. O'Connor can be reached at the RSU #57 Office of the Superintendent of Schools. (Ref: Policy ACBA)

DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE

Any student who believes he/she has been discriminated against or harassed should report his/her concern promptly to the building administrator. Students who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the building administrator. At any point, the Affirmative Action Officer at RSU#57, 88 West Road, Waterboro, ME 04087, 207-247-3221 can be contacted for assistance. (See ACAA-R for a complete complaint procedure.)

FERPA Notice

The Family Education Rights and Privacy Act of 1974 guarantees rights and privileges pertaining to student records. Parents have the right to review records of their children. The principal or his/her designee is to meet with the parent to review and interpret the information contained in the student's folder. At no time are student records to be taken from the school to be reviewed by parents. When the parent reviews records, a notation will be made with the name, date and relationship to the student indicated.

If a parent requests that any portion of the student's record be removed, the principal and other appropriate personnel will determine the importance of this information. If considered not relevant, it will be removed and destroyed immediately. If there is a disagreement, the parent may appeal the issue to the Superintendent of Schools. All requests for appeal will be in writing and must specify items being considered for removal. The Superintendent will meet with the parent and give a written response to the request as necessary.

Unless there is a legally binding document to the contrary, non-custodial parents have the same rights of access to student records as custodial parents. However, this requirement is only pertinent to student records. Access to student records does not entitle non-custodial parents access to students, teachers (for conferences etc.) or anything other than the records themselves.

Records or parts thereof may be released to a person or agency with legitimate interest, only after written consent for the release is obtained from the parent. Parents may obtain copies for a small copying fee.

HEALTH SERVICES

The school nurse is available from 7:10 AM to 2:40 PM to see and advise students who have health concerns that develop during the school day. The nurse assistant hours are 7:15 AM- 2:15 PM. **It is each family's responsibility to obtain all necessary medical care for accidents/illnesses that occur outside the school hours.**

Any newly diagnosed allergy or medical conditions should be brought to the nurse's attention to assure that students will receive appropriate treatment while in school. If an allergy or illness requires medication during school hours, the medication should be brought to school by the parent and checked in with the nurse so that appropriate paperwork can be filled out and questions answered.

Students are only allowed to self medicate with inhalers and Epipens (per state law), when approved by the parent/guardian, physician, and school nurse. Permission to carry and self-medicate may be revoked at any time if misuse is reported. Any permission given must be renewed each school year.

Vision screening will be done for all grade 9 students, and other students upon request of teachers or parents. Blood pressure screening and blood glucose testing can be done if needed or requested by physician order.

Per Maine School Immunization Law # 20 A MRSA 6352-6358, all students in grade 9-12 must show written evidence from the physician that they have received the following immunizations:

- 5 DTaP (4 DTaP if 4th is given on or after 4th birthday)
- 4 Polio (if 4th dose given before the 4th birthday, an additional age appropriate IPV should be given on or after the 4th birthday)
- 2 MMR (measles, mumps, rubella)
- 1 Varicella (chickenpox) or reliable history of disease

Required for 7th grade entry:

- 1 Tdap
- 1 Meningococcal Conjugate (MCV4)

Required for 12th grade entry:

- 2 Meningococcal Conjugate, MCV4, only one dose is required if the 1st dose is given on or after 16th birthday

In order to participate in interscholastic sports, students are required to provide documentation of a sport physical every 2 years. An Interim Health Questionnaire must be filled out by the parent/guardian prior to each sport that the student participates in. The purpose of this document is to learn of any illness, injury, or surgery that has occurred since the last sports season. The school may require a doctor's clearance for participation if the health questionnaire indicates any condition that may impact the safety of sports participation.

MEDICAL DOCUMENTS

Any medical documents or notes received are to be given to our school nurse so that these are incorporated into the student's health record.

MEDICATION IN SCHOOLS

RSU #57 has established policies and procedures for the safe administration of medication to students at school. If you have questions about this, please contact your school's nurse. (See Policy JLCD)

Although the Board discourages the administration of medication to students during the school day, it recognizes that in some instances a student's condition may require that medication must be given. All medications (including "over the counter medications) that a student needs to take during the school day must be brought to school by the parent.

- Medications must be brought in the original container from the pharmacy which is labeled with the student's name, the name of the medication, dosage, time it is to be given, and the prescribing physician's name.
- No more than a 20-day (1 month) supply of medication should be brought to school at one time.
- If the medication is regulated by the Federal Narcotics Act, no more than a 5-day supply can be kept at school.
- The medication must be accompanied by a "Medication in School" form which is completed and signed by the parent/guardian and physician each school year.

- Medications will be kept in a designated locked location, and except for certain emergency medications, they will not be carried or self-administered by the student. Special circumstances require administrative approval. It is the student's responsibility to come to the Nurse's office at the appropriate time to take medication.

Students who have been prescribed emergency medications such as an asthma inhaler or EpiPen for severe allergies, can be given permission to carry and self-administer per the following conditions:

- The parent/guardian (or student, if 18 years of age or older) must provide written authorization for the student to self-administer medication
- The student must have prior written approval from his/her primary health care provider which confirms that the student has the knowledge and skills to safely possess and use the medication
- The School Nurse shall evaluate the student's technique to ensure proper and effective use of the medication
- Staff who will need to be responsible for administering a medication to a student or overseeing medication use must be trained by the school nurse yearly.

PROJECT CHILD FIND

Do you know of a child (3-20 years of age) with a disability residing within The disability might be in vision, hearing, behavior, learning, health, mental ability, autism, or any combination of these areas. Children with disabilities are entitled to appropriate educational services provided at no cost to the child or family. If you know of a child with a disability in need of special education services, please call your local school principal or Tim O'Connor, Special Education Director. RSU#57 includes the towns of Shapleigh, Newfield, Limerick, Lyman, Waterboro, and Alfred.

SCHOOL INSURANCE

Accident insurance with either the "24 hour" or "school time" coverage is offered at a very reasonable cost to all students. Enrollment takes place at the beginning of the school year. Students enrolled at the Sanford Regional Technical Center and the Massabesic High School Cooperative Education Program are required to have the "24 hour" school policy or show proof of protection through a home family health and accident plan.

SPECIAL EDUCATION – Destruction of Records

The RSU #57 Special Education Department destroys the education records of its special education students at the end of the school year in which the student would turn 26 years old. Parents/Guardians or adult students wishing to obtain these records should contact the Special Education Department. The School Department will maintain a permanent record of a student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed.

STUDENT EDUCATION RECORDS AND INFORMATION

The Family Educational Rights and Privacy Act ("FERPA") provides certain rights to parents and eligible students (18 years of age or older) with respect to the student's education records.

STUDENT PUBLICATIONS

RSU #57 has a comprehensive Student Publication and Material Distribution Policy—IGDB. Students should review this policy prior to publishing or distributing materials at Massabesic High School. The policy is available for review in the school library.

SURVEYS OF STUDENTS

From time to time, RSU #57 may administer surveys to students in the course of developing and evaluating programs and services offered in our schools. The school unit will comply with Federal Protection of Pupil Rights Act and applicable regulations concerning the administration of surveys and the use of personal information about students for marketing purposes as outlined in this policy. (See Policy ILD)